Updates & Members Guide

Updates & Alerts Overview ........................................................................................................... 2

1 Subscriptions
1.1 Subscribing to a category or subcategory ........................................................................ 3
1.2 Subscribing to an article .................................................................................................... 4
1.3 Subscription notifications ............................................................................................... 5
1.4 Notification settings ....................................................................................................... 5

2 View Articles
2.1 Article categories .......................................................................................................... 6
2.2 Filter and search for articles .......................................................................................... 7
2.3 Viewing articles .............................................................................................................. 8
2.4 Viewing multilingual articles ......................................................................................... 9
2.5 Liking an article ............................................................................................................ 9
2.6 Commenting on an article ............................................................................................ 9

3 Publish Articles
3.1 Add an article ................................................................................................................ 10
3.2 Manage articles ............................................................................................................ 12
3.3 Articles list .................................................................................................................... 12
3.4 Filters ............................................................................................................................ 13
3.5 Edit/delete article ....................................................................................................... 13
3.6 Adding and editing multilingual articles ........................................................................ 14

4 Questions
4.1 Ask a question .............................................................................................................. 15
4.2 Answer a question ....................................................................................................... 16
4.3 Manage questions ....................................................................................................... 16
4.4 Questions list ................................................................................................................ 17
4.5 Filters ............................................................................................................................ 17
4.6 Edit/delete question ................................................................................................... 18
4.7 Subscribing to a question ............................................................................................. 19
Updates & Alerts Overview

When clicking ‘Updates & Alerts’, you will land on the articles list page, which displays all the articles you have permissions to view.

Filters can be found on the left hand side of the page and a search bar can be found on the right. Below the search bar, the five most recently added articles are displayed. Below the recent articles, the five most recently added questions are displayed.
1 Subscriptions

1.1 Subscribing to a category or subcategory

Users can subscribe to a category or subcategory by clicking the “Subscribe” button underneath the category or subcategory title.

The button will change to “Subscribed” once this option is enabled, and categories or subcategories which are subscribed to will be highlighted with a flag icon.

Why subscribe to a category or subcategory?

By subscribing to a subcategory, you will receive notifications whenever an article is added, a comment is added, or a change is made. If you subscribe to a parent category you will also receive notifications for all subcategories within this category.
1.2 Subscribing to an article

Users can subscribe to an article by clicking the “Subscribe” button underneath the article title.

The button will change to “Subscribed” once this option is enabled, and articles which are subscribed to will be highlighted with a flag icon in the list of articles.

Why subscribe to an article?

By subscribing to an article, you will receive notifications whenever a comment is added, or a change is made.
1.3 Subscription notifications

If you choose to subscribe to a category, subcategory or article you will receive a notification whenever a change is made, or if an article or comment is added. These notifications will appear in the messages tab in the top right of the menu bar.

1.4 Notification settings

By default notifications are only sent to your messages tab on the Caritas Community site. However, using the message settings you can choose different ways to be notified.

You can choose to be notified by email in addition to the notification on the site or you can only be emailed the notification.

Once you have chosen your desired communication method click ‘Save My Settings’ at the bottom of the page.
2 View Articles

2.1 Article categories

Articles can be filtered by category. By default, ‘All Categories’ is selected.

After selecting a category or subcategory, a description page will be displayed, with a list of articles and questions below. In the below example the ‘Children’ subcategory has been selected within the Advocacy category.

---

**Children**


---

Filter articles by tag

'Children' selected

---

Category sidebar

---

Updates and Alerts

All categories

Caritas Internationalis Topics

Emergency Appeals

Member Organisations

---

Articles
2.2 Filter and search for articles

By default, the most recently added articles are displayed. It is possible to modify the display to show articles or questions. Use the toggles located above the list.

By default, articles/questions are sorted by creation date. It is possible to sort articles/questions alphabetically by clicking A to Z, or by highest number of likes by clicking Most Popular.

A search bar is displayed on the right hand side, allowing users to search for articles and questions by keyword. Insert a keyword into the search bar and click the ‘Search’ icon.

Alternatively, click Advanced Search. Here, you can search within a specific category and choose to search only within articles or questions (rather than both).
2.3 Viewing articles

To view an article, click on the image or title of the article you wish to view. The article will be displayed.

The increasing demand for female labour in many developed countries is attracting more and more women. While some may be fleeing conflict or poverty, others are trying to escape oppressive cultural systems and...

0 comments • Last modified on 14 May 2017 in Women

The female face of migration is one of hope, strength, determination and self-reliance. But it can also be one of violence, discrimination and exploitation, simply because the migrant is a woman. Her work can be physically and psychologically overwhelming with the fear of another beating – or worse – to come at the end of a long day.

Many local Caritas organisations provide shelters, health and psychological care for migrant women and the children they may have with them. Caritas gives them legal support, as in some countries women who flee abusive employers are jailed as irregular migrants. Without Caritas, many would have no one to turn to.

Caritas also helps women make informed decisions about migrating and helps them stay in touch with their families if they choose to. It presses governments to pass and enforce enlightened migration laws and to adopt social protection policies for both migrant women and the families they leave behind.

Download the female face of migration policy paper in PDF.

Add a comment
2.4 Viewing multilingual articles

Articles which are available in more than one language will display a language drop down above the article content. Select the required language from the drop down list.

2.5 Liking an article

To ‘like’ an article, click **Like** below the article title.

2.6 Commenting on an article

If commenting is enabled, users will see a ‘Add a comment’ area below the article content.

Once you have written your comment just click the ‘Save’ button to post it to the article. Other users are able to ‘Like’ and ‘Reply’ to your comment and you can reply or delete it.
3 Publish Articles

3.1 Add an article

To create a new article, click the ‘Create an article’ icon in the top right corner on the main updates and alerts page.

You will then be presented with the ‘Add Article’ page.
Complete the details as required.

- **Language:** Select the language of your article from the dropdown list.

- **Article Title:** Insert the title of the article.

- **Category:** Select the appropriate category from the list, please note you will only be presented with categories in which you are permitted to publish.

- **Tags:** Enter the tag names required, separated by a comma. Popular tags are displayed under the tag field.

- **Author:** By default, the author of the article is the person creating it. It is possible to specify an alternative author if you wish.

- **Article Cover/Thumbnail:** Click ‘Upload Cover Image’ to upload an appropriate image for the article. The image will be displayed to the left of the article in the list of articles, and at the top of the article when viewing it. Images must be at least 480 pixels wide and 270 pixels tall.

- **Embed Video:** Insert the iframe code for your video. The video will be displayed at the top of the article. If a cover image is also uploaded, the video will take precedence.

- **Description:** This is the main body of the article.

- **Enable Commenting:** Tick the checkbox to enable or disable commenting.

- **Topic/Region/Country:** Choose the appropriate topic, region and country from the dropdown lists.

- **Date:** Please select any relevant date from the calendar, note the article publish date will be the date the article is published.

- **Status:** Select the status of your article from draft, publish or archive.

  **NB:** Users who have ‘Create an Article’ rights on a category but do not have ‘Publish’ rights, will not see the Status option. Instead, the following message will be displayed:

  *You don’t have permission to publish this article: The status of this article will be set to DRAFT.*

  Users with ‘Publish’ rights on the category will then be able to review the article and publish it accordingly.

Once all details have been completed, click **Add Article.**
3.2 Manage articles

To manage articles, click Manage Articles from the Updates and Alerts toolbar.

**NB:** Users with ‘Create an Article' rights on at least one category will see the Manage Articles option on the Updates and Alerts toolbar.

Users with ‘Edit all Articles' and/or ‘Delete all Articles' rights on a category will see all articles within that category in the ‘Manage Articles' area.

Users without such rights are permitted to modify and delete articles which they have created. Articles created by other users will not be displayed in the ‘Manage Articles' area.

3.3 Articles list

The list of existing articles will be displayed.
3.4 Filters

Use the filters to locate specific results.

- **Keywords**: Search articles containing specific keywords within the title.
- **Language**: Filter articles by language.
- **Category**: Filter articles by category. By default, articles within all categories will be displayed.
- **Status**: Filter to show only articles which are set to a specific status.

Once all options have been specified, click Search. Results matching the search criteria will be returned.

3.5 Edit/delete article

To modify an existing article, click on the article title or click the ‘Edit’ icon. To delete an article, click the ‘Delete’ icon and click OK to confirm.

Editing can also be initiated from the article page, by clicking Edit. When you have finished editing your article click ‘Update Article’ at the bottom of the page.
3.6 Adding and editing multilingual articles

It is possible to create articles in more than one language. Edit the article you wish to create in an additional language(s) and click **Options** next to the current language.

Update the content of the article as required with the new language copy. Select this language from the dropdown box and click the arrow (>) to the right to add this language version to the article.
4 Questions

4.1 Ask a Question

To ask a question, click the ‘Ask a Question’ icon on the Updates and Alerts toolbar.

Complete the details as required.

- **Category**: Select the appropriate category from the list. You will only see categories, which you have ‘Ask a Question’ rights to.

- **Question Title**: Insert the title of your question.

- **Content**: This is the main body of the question.

- **Tags**: Enter the tag names required, separated by a comma. Popular tags are displayed under the tag field.

Once all details have been completed, click Post your question.

**NB**: Only users with at ‘Ask a Question’ rights on at least one category, will see the ‘Ask a Question’ icon on the application toolbar.
4.2 Answer a Question

Depending on category permissions, questions may be answered by:

- Category experts
- All users with at least 'View' rights on the category in which the question has been added

If only category experts are permitted to answer questions, other users will see the following message:

*Only ‘Category Experts’ can comment on this question!*

Responding to questions is done in the same way as commenting on articles.

4.3 Manage questions

To manage questions, click Manage Questions on the Updates and Alerts toolbar.

**NB:** Only users with ‘Ask a Question’ rights on at least one category, will see the Manage Questions option on the Updates and Alerts toolbar.
4.4 Questions list

A list of questions will be displayed.

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Category</th>
<th>Created By</th>
<th>Created Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>This is a question for Caritas NZ</td>
<td>Caritas New Zealand</td>
<td>Caritas Super Admin</td>
<td>15 May 2017</td>
<td>Released</td>
</tr>
<tr>
<td>4</td>
<td>This is a question for Caritas Australia</td>
<td>Caritas Australia</td>
<td>TheTest Noughtons</td>
<td>15 May 2017</td>
<td>Released</td>
</tr>
<tr>
<td>3</td>
<td>Question example</td>
<td>Caritas Australia</td>
<td></td>
<td>11 April 2017</td>
<td>Released</td>
</tr>
<tr>
<td>2</td>
<td>This is &quot;asking a question!&quot;</td>
<td>Capacity Building</td>
<td></td>
<td>9 January 2017</td>
<td>Released</td>
</tr>
<tr>
<td>1</td>
<td>How do I do this task that is related to advocacy?</td>
<td>Advocacy</td>
<td>Claimsands Administrator</td>
<td>22 December 2016</td>
<td>Released</td>
</tr>
</tbody>
</table>

4.5 Filters

Use the filters to locate specific results.

- **Keywords**: Search questions containing specific keywords.

- **Category**: Filter questions by category. By default, questions within all categories will be displayed.

- **Show archived**: Tick the checkbox to include questions, which have been archived.

Once all options have been specified, click **Search**. Results matching the search criteria will be returned.
4.6 Edit/delete question

To modify an existing question, click on the question title or click the ‘Edit’ icon. To delete a question, click the ‘Delete’ icon and click OK to confirm.

Editing can also be initiated from the question page, by clicking Edit. Edit the question details as required and click ‘Update Question’ at the bottom of the page.
4.7 Subscribing to a question

Users can subscribe to a question by clicking the “Subscribe” button underneath the question title.

The button will change to “Subscribed” once this option is enabled, and questions which are subscribed to will be highlighted with a flag icon in the list of questions.

Why subscribe to a question?
By subscribing to a question, users will receive notifications whenever a comment is added, or a change is made.